



COST Action 20135 - Improving biomedical research by automated behaviour monitoring in the animal home-cage (TEATIME)

Open Call for ITC Conference Grants

For conferences held between 01 January 2024 – 01 October 2024

Important Dates

Note this is an open call. You can apply any time up to the closing date. The conference can be before or after the closing date, but it must end before 01 October 2024. Allow at least 4 weeks between submitting your application and the start date of the Conference.

Conference dates: 01 January 2024 to 01 October 2024

Call closes: 30 June 2024 – applications will be reviewed as soon as they are received and funded before the closing date

Notification of Results: 2 weeks after submission of complete application

About this Action

COST-TEATIME aims to improve biomedical research by bringing together European organizations developing automated home-cage monitoring technologies. They allow 24/7 data collection of experimental animals in their home cage, but assessing physiology as well as the full behavioural repertoire still presents many challenges. This Action combines experts in mouse behaviour, laboratory animal science and data science, to critically and transparently assess the potential of these emerging technologies. More information can be found in the Action's Memorandum of Understanding (MoU) available in the following web page: www.cost.eu/actions/CA20135.

General information

Are you a Young Researcher (under 40 years old)? Do you work with home-cage monitoring and want attend an international conference to present your work?

TEATIME is offering 4 ITC Conference Grants (of up to €2,000 each) for young researchers* and innovators to attend a high-level conference and present their work as a poster or oral presentation. To be eligible you must be affiliated to a legal entity in a COST Inclusiveness Target Country (ITC) or Near Neighbour Country (NNC). The work presented must be relevant to the Action scientific objectives. The grant can provide a contribution to travel, accommodation and subsistence expenses, registration fees and other relevant costs such as printing of scientific poster.

*The researcher/innovator should be under 40 years old and must be affiliated to a legal entity in a [COST Inclusiveness Target Country \(ITC\) or region or Near Neighbour Country \(NNC\)](http://www.cost.eu/actions/CA20135).

Eligibility Rules

In order to apply for an ITC Conference Grant, the following criteria must be fulfilled. The applicant must:

- Set up an e-COST profile.
- Be based within a research institution in a legal entity in a COST ITC or NNC.
- The applicant must be engaged in an official research programme as a PhD Student or



postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research.

- Be under 40 years old at the time of the conference.

The Application must be submitted before the deadline of an ITC Conference Grant call.

Financial Rules

- The maximum grant is €2,000 for a face-to-face meeting and €500 for virtual meetings.
- The ITC Conference grant can be used to fund/refund costs for travelling, accommodation and subsistence expenses, registration fee and other relevant costs such as printing of scientific poster.
- Due to the uncertainty of travel during the COVID pandemic “virtual” ITC Conference Grants will also be considered (with funding up to €500).
- Grants are paid by the Grant Holder after the end of Conference and approval of all required report/documentation.
- Note: the Action Management Committee (MC) can decide to approve the grant with a lower amount than requested

Evaluation and awarding of ITC Conference Grants

- The evaluation of ITC Conference Grant applications and selection of ITC Grantees is performed by the Action’s Grant Awarding Coordinator and TEATIME’s Grant Evaluation Committee, on behalf of the Management Committee (MC) of the TEATIME COST Action.
- The selection of applicants is based on the scientific relevance of the ITC Conference Grant application, which must clearly fit in the Action’s scientific objectives.
- The selection also takes into account the COST policies on promoting gender balance, enabling Young Researchers (under 40 years old) and broadening geographical inclusiveness.
- A minimum score of 75 is required for funding. With a minimum threshold of 15 required for “Relevance to the aims and objective of TEATIME”
- Applicants will be notified of the application results within 20 working days of receipt of the application.
- Applicants may be asked to provide additional information.
- Applicants may resubmit once in the same call if not successful.
- Applicants may apply for and be awarded more than one grant of any type during the call period, but in the case of restricted funds or applications of equal merit, the grant may be awarded in preference to an applicant that has not held a grant before.

Evaluation criteria	Max points
Relevance to the aims and objectives of TEATIME: of the conference topic(s), audience and the proposed presentation/poster	20*
Scientific quality of the presentation/poster: original research, clear presentation/poster	20
Motivation: good motivation for attending and potential for impact on the applicant’s career	20
Suitability of the budget requested: a plausible and well-planned budget that is sufficient to cover expenses while demonstrating value for money	20
Relevance to COST policies: promoting gender balance, enabling Young Researchers and broadening geographical inclusiveness	20

*minimum score of 15 is required to be eligible for funding



- Equal weighting is given to the scientific quality of the project and its relevance to the aims and objectives to TEATIME, as the Action will only fund ITC Conference grants that are clearly relevant to TEATIME and the development and use of home-cage monitoring including associated data storage, visualisation, analysis and annotation.
- Pay specific attention to the definition of home-cages on the TEATIME website (www.COST-TEATIME.org) to make sure the system or subject area you are presenting on is relevant.

ITC Conference Grant Application Procedure

For information and a guide on how to apply on-line see the “Grant Awarding user guide” in [COST Documents & Guidelines](#) in the section “Documents for running a COST Action”.

To start the application, you must have an e-COST profile or create one. Do this by logging into the e-COST platform (<https://e-services.cost.eu/>). You will also need to add your bank details to your profile before you can start to apply for the grant.

The application must be completed via e-COST

Instructions and screen shots on how to do this are given in the “Grant Awarding user guide” in [COST Documents & Guidelines](#) in the section “Documents for running a COST Action”.

In summary: go to the COST website and select COST Actions and then “Grant applications” from the menu on the left. This will take you to <https://e-services.cost.eu/activity/grants/add>

Select our Action “CA20135 Improving biomedical research by automated behaviour monitoring in the animal home-cage” by typing CA20135 in the search box under COST Action.

Then click on the blue box to “Apply for a Grant”, select ITC Conference grant by clicking “continue” and complete the information which includes:

- Title of your poster or presentation (limit 128 character limit, including spaces).
- Start and end date (within the active Grant Period; i.e. ends before 01 October)
- Budget requested by the applicant
- Information about the Conference

DO NOT SUBMIT at this stage, just save the draft.

You will then return to the application page where you can select “upload documents” from the “options” drop-down box. This will take you to a page where you can download the COST template for the application form.

You will then need to complete this and upload the following documents:

- Application form (template available on e-COST) describing: Relevance of the conference topic to the Action and motivation including the potential for impact on the applicant’s career
- Copy of the abstract of the accepted oral or poster presentation
- Acceptance letter from the conference organisers
- Letter of recommendation from your supervisor at your institution
- **Budget plan** (up to €2,000 in-person, €500 virtual) – Please upload an Excel table, which summarises the budget requested. Typical categories would be:
 - Registration for the meeting
 - Travel (to and from and during the Conference)
 - Accommodation
 - Subsistence
 - Other costs such as printing posters
 - Any other costs relevant to your application



Note: Please make the ITC Conference Grant request before the deadline of an ITC Conference Grant call.

Reporting required after the conference

Within 30 days from the end date of the Conference, the grantee must submit via e-COST:

- Report on the outcome of the presentation in terms of grantee's visibility, including the establishment of new contacts for future collaborations
- The certificate of attendance
- The programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster) of the grantee
- Copy of the given presentation (oral or poster)

Grants are paid by the Grant Holder after the completion of the activity and approval of all required report/documentation.

Failure to submit the scientific report within 30 days from the end date of the conference will cancel the Grant.

Contacting TEATIME

We look forward to receiving your application and are here to help with any questions you have.

Please send any questions to: iheinla@ut.ee

Copied to: COST-TEATIME@har.mrc.ac.uk

Acknowledgement

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COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

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